

REQUIREMENTS FOR PAYMENT OF CARE IN THE CHILD'S HOME

Name of Parent/Responsible Adult: _____

Case Number: _____

I understand that the following requirements apply if I choose a non-relative, non-household member to provide child care in my home. I have read, or had read to me, the following requirements and understand that if I select this type of care I am responsible for following these requirements as indicated below.

RATE OF PAYMENT

I understand that the rate of payment is determined by the Fair Labor Standards Act and that the child care provider must be paid at least minimum wage per hour. I understand that I will be responsible for paying the difference between the minimum wage rate and the rate paid by the local purchasing agency.

In addition, I understand that the rate of payment for hours worked in excess of 40 hours in one work week is one and one-half times the regular rate of pay.

For more information about the Fair Labor Standards Act, contact the Raleigh office of the United States Department of Labor at (919) 790-2741.

OTHER EMPLOYER RELATED REQUIREMENTS

In addition to the above payment requirements, I understand that as the parent/responsible adult, I am responsible for the following employer related requirements.

- Locating, hiring, supervising and firing the caregiver.
- Maintaining information on the employee, including the hours worked, and the wages and overtime paid.
- Paying the caregiver the appropriate salary. The amount the county department of social services or local purchasing agency can pay for this type of care is limited to the caregiver's charge or the county market rates, whichever is less. The designated county agency will issue a check to me for the allowable payment amount, and I understand that I will be responsible for paying the child care provider. I understand that if I select this type of care and the county cannot pay the full cost of care that I will be responsible for paying the difference to the provider or caregiver.
- Deducting the caregiver's share of FICA (Social Security) from the caregiver's wages and submitting it with the employer's (parent's) shares of FICA to the Internal Revenue Service on a quarterly basis. Contact the Social Security Office at 1-800-772-1213 for more information regarding FICA.
- The employer (parent) is responsible for deducting from the caregiver's check the appropriate tax contribution and submitting it as required. This includes completing a W-2 tax statement at the end of each calendar year, indicating the total amount of wages paid and the amount of the deductions that were withheld. **For more information about state tax requirements, contact the North Carolina Department of Revenue at 1-800-451-1404. For information about the withholding of federal taxes, contact the Internal Revenue Service at 1-800- 829-1040.**
- If the caregiver's wages are more than \$1,500 per quarter, the employer (parent/responsible adult) must pay state and federal premiums for Unemployment Compensation on a quarterly basis. **For more information about federal requirements, call 1-800-347-1997. For information about state requirements, call the North Carolina Employment Security Commission at (919) 733-7156.**

Parent/Responsible Adult's Signature _____

Date _____

White Original (Signed): Parent

Blue Copy (Signed): Local DSS/LPA